**Livestock CRP Management Team Configuration**

**CRP Director**

Overall leadership

**CRP Performance Manager:**

* **Combines certain aspects of both Pat Rainey (5A) and Stuart Worsley’s (higher than 5A?) positions in L&F**
* Serves as deputy to director in all aspects of the position, esp.
  + Overseeing planning and reporting processes
  + Supporting management and governance bodies
  + Overseeing finance and admin
  + Representing the CRP in different for a
  + Managing institutional partnerships
* Specific responsibility for leading M&E and Learning system
  + Continued development of the conceptual framework and methods
  + Lead roll-out and implementation of M&E system
* Specific responsibility for supporting country teams in
  + Research design and rigor
  + Team engagement in CGIAR site integration
  + Management of interdisciplinary teams
  + Development of country M&E plans
  + Partnership management, esp. with development actors and private sector
* Supervises two technical staff for M&E and research quality (jointly with ILRI RMG)
* **Profile requires conceptual as well as technical skills for overseeing novel management systems, implementing a ‘change process’ for mainstreaming M&E, and supporting teams and partnership management**
* **Possible trade-off: more experienced will not be cheap**

**CRP Manager/Administrator**

* **Combines aspects of both Pat Rainey and Esther Ndungu’s positions in L&F**
* Responsible for day-to-day admin and finance
  + Consolidating and analyzing budget information from partner finance units
  + Preparing and managing CRP management unit budget
  + Liaison with P&OD, e.g. consultancies
  + Manages management unit office
  + Meeting organization and logistics
* **Profile does not involve heavy workload of financial management (if our financial system works!), but does require higher level of understanding of CG finances, with a full range of varied admin duties**

**CGIAR logo**

**CGIAR Research Program on Livestock**

**PROGRAM PERFORMANCE & PARTNERSHIP MANAGER**

**REF:**

***Base salary depending on experience starting from USD XX,000 per annum***

***Total salary & benefits package circa USD XX,000 (tax free\*)***

The International Livestock Research Institute (ILRI) conducts much of its research through a number of CGIAR Research Programs.

The *CGIAR Research Program on Livestock* seeks to focus research for development on transforming selected animal-source food value chains and livestock-based livelihood systems in developing countries to ensure the poor can use livestock-related opportunities to improve their livelihoods and nutritional security while protecting the environment. Led by the International Livestock Research Institute (ILRI), this USD40 million per annum program is a partnership of several CGIAR centers, universities and development agencies, with multiple collaborators from agricultural research and development communities around the world.

This new program is seeking a highly motivated professional with international experience to join the Program Director as a core member of its management team. This team will be responsible for leading a new and innovative approach to collaborative research with a range of development partners to generate the solutions and the evidence that will provide the basis for large-scale interventions and impact in our target countries.

**The Position**

The *CGIAR Research Program on Livestock* seeks to recruit a **Program Performance and Partnerships Manager.** Reporting to the Program Director and a member of the Program Management Unit, the successful candidate will contribute to opportunities for the CGIAR to demonstrate that its research is more relevant, responsive and urgent in generating solutions for better lives through livestock. The successful candidate will have three primary responsibilities. The first will be a shared responsibility of the management unit to oversee successful implementation of the program. The second key responsibility will be to strengthen the program’s Results Based Management systems by rolling out an innovative Monitoring, Evaluation, Learning and Impact Assessment (MELIA) plan. The third area of responsibility will be to support the implementation of the program’s value chain team approach of interdisciplinary research in focus countries and partnership with development actors and private sector that was initiated in the first phase of the program and is now being extended to cover livestock-based livelihood systems.

**Specific responsibilities**

For Results based management, the incumbent will work closely with the ILRI Research Methods Group and impact assessment research team in:

* Completing the design and implementation of the program’s MELIA framework, including overseeing the finalization and roll-out of the related computer or web-based systems
* Managing MELIA components in the program’s planning and reporting processes and supporting program staff in their implementation, including facilitating regular review and strengthening of Theories of Change and their evidence base and guiding research teams in defining and monitoring their Change Pathways
* Defining and overseeing data collection for program performance indicators
* Coordinating internal and external evaluations and impact assessments
* Representing the program in CGIAR processes related to M&E

For country research teams:

* Supporting country coordinators to strengthen interdisciplinarity within their teams
* Updating and overseeing implementation of a partnership strategy, especially with respect to improving the partnership skills of the country research teams
* Strengthening the rigor and quality of action research conducted at country level including ensuring adequate cross-country research design, integrated into MELIA planning and reporting processes

For overall program implementation:

* Contributing to the development of the management strategy
* Supporting the Livestock Program Director and the Program Management Committee and Independent Steering Committee, representing the Program Director when needed
* Assisting in overseeing the day-to-day operations of the program management unit and working closely with the Program Management staff ensure alignment with the Project Management Framework. by
  + Designing and implementing systems to track, monitor and report program calendar and deliverables, and coordinate with flagship leaders to ensure timely delivery of products and reports Contributing to routine reporting with the Consortium on Program research deliverables, program briefs and financial reports.
  + Responding to internal/external project information requests.

**Requirements**

* A Masters Degree in Evaluation, Social Sciences or related field, with a PhD in one of these fields an advantage
* At least 10 years relevant experience managing complex programs internationally in research or development organisations and
* Proven experience in coordinating complex global programmes with numerous partners
* Demonstrated ability to support change processes and promote uptake of new management and evaluation systems
* Excellent managerial and multi-tasking skills
* Track record of showing initiative and making decisions at program level
* Flexibility and agility to deliver within short timeframes
* Willingness to travel internationally
* Experience of working in both Africa and Asia a distinct advantage.
* Excellent English language skills, with French or Spanish an advantage.

**Position level:** Research Level 2, dependent on qualifications and experience.

**Post locations:** This position is based at ILRI’s Headquarters in Nairobi, Kenya. Travel to other countries and regions will be required, particularly throughout Africa and South and Southeast Asia.

**Terms of appointment:** A fixed term appointment for three years with possibility of renewal subject to performance and funding. ILRI offers a competitive international remuneration and benefits package which includes: 🞟15% Pension🞟 Medical insurance for staff and dependents🞟 Life insurance 🞟Education allowance for children🞟Housing allowance🞟Relocation Allowance🞟Annual Home leave🞟Annual holiday entitlement of 30 days+public holidays.

\*Benefits are tax free subject to compliance with tax regulations of country of citizenship.

**Applications procedure:** email applications to **ilri-LFP@cgiar.org** by xx,.The position reference number **XX** must be clearly indicated in the email subject line.

***ILRI is an equal opportunity employer.***

***Suitably qualified women and citizens of developing countries with experience of working internationally are particularly encouraged to apply.***

Duties/qualities relevant to proposed Program Performance Manager

* relating to the CRP rather than to ILRI
* relating to CRP results-based management systems more generally, not individual projects
* emphasis on conceptual and technical development of an M&E system appropriate for CRPs and the CGIAR broadly

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| **Role Title:** | Senior Program Manager |
| **Role Purpose:**   * Responsible for the development and oversight of the Program Management Framework across ILRI, including all processes and capabilities supporting program and project management throughout the organization | |
| **Key Duties and Responsibilities:**   * Identifies, plans, and leads initiatives that enhance or support program and project management processes throughout the organization * Leads initiatives to implement a standard tool for monitoring project status to be used across ILRI programs * Keeps abreast with ILRI long and mid-term plans to ensure that the PMF is in conformity and applies knowledge to improve program and project management processes throughout organization. * Develops the Program Management Framework’s materials, including the Program Management Process Manual, as a result of new initiatives and organizational changes * Communicates updates regarding program and project management processes and tools to staff across the institutes including regional offices. * Develops and executes an efficient internal communication strategy for ensuring PMF communication with IMC and IRMC * Serves as a point of contact within the organization providing advice to both ILRI management and staff related to program and project management * Provides guidance, training and direction to program/project staff on program and project management activities * Develops proposals regarding program/project management needs based on project’s scope and complexity * Oversees the organizational opportunity pipeline to ensure timely delivery, compliance and adherence to the Program Management Framework process. * Provides direction to the program support team to ensure that programs/projects are being planned and monitored in accordance with defined programs/project management processes * Pursues professional development opportunities to deepen understanding and knowledge related to program and project management. * Reviews and analyzes all program budgets to highlight variances/ concerns and suggest opportunities to leverage on resources where applicable. * Assesses the capacity of the program and project management professionals and provide guidance on their career development and training needs. * Advocates within ILRI and other CGIAR centers to continuously improve capabilities, tools and professional capacity for program and project management * Develops appropriate strategies and guide the team for the implementation of program management framework * Reviews proposals and negotiates institute wide contracts, etc., * Develops criteria for the different programs/projects so that appropriate human and non-human resources can be allocated | |
| **Critical Skills:**   * Excellent cross-functional team leadership skills * Stakeholder engagement and negotiation skills, * Ability to solve complex problems * Proven experience in leading global projects with numerous partners in an agriculture research setting * Experience in development and implementation of mega program/projects. * Creativityand innovation skills. * Analytical and judgement skills.   **Academic and Professional Qualifications**:   * Masters/ Advanced Degree in Business Management, Business Administration or related field. * Program Management Certification * At least 10 years’ experience | |

Duties/qualities relevant to proposed Program Performance Manager

* relating to the CRP and supporting the CRP director rather than to ILRI and supporting a Program Leader
* relating to CRP results-based management systems more generally, not individual projects
* emphasis on conceptual and technical development of an M&E system appropriate for CRPs and the CGIAR broadly

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| **Role Title:** | Program Manager |
| **Grade** | **4A** |
| **Role Purpose:**   * Support the Program Leader with program management and manage program/ project management staff within the program | |
| **Key Duties and Responsibilities:**   * Coordinating and participating in the development of concept notes and/or proposal components including, but not limited to, risk assessment, project budget and project work plan. * Manage the program opportunity pipeline to ensure timely delivery, compliance and adherence to the Program Management Framework process * Facilitate completion of ILRI and partner capacity assessment to determine capacity development needs for support of programming priorities * Contribute to the operational program work plans including estimating costs, assessing alignment and establishing timelines * Establish and maintain effective working relationships with partners, beneficiaries, and stakeholders and taking responsibility for the effective flow of information between all partners, team members and relevant stakeholders in project activities. * Support the process of research compliance, risk assessment, monitoring and develop mitigation strategies and oversee the implementation of interventions. * Effectively manage the program budget, ensuring proper expenditure, booking and appropriate burn rate and/or highlighting any variances, and providing suggestions for resolution. * Supervise program management team and build their capacity on ILRI Program Management Framework to enhance their performance. * Work with the Communication Knowledge Management team to monitor and guide the communications outputs from the program to ensure their relevance and appropriateness. * Responsible for program reporting * Work with the Principal Investigator to ensure knowledge dissemination and capacity development to all relevant stakeholders * Provide subject matter expertise and input to maintenance of ILRI’s Program Management Framework * Be responsible for developing work plans and continuously monitoring and evaluating the program activities and make adjustments to capture and reflect the changing priorities, * Work closely with the Monitoring and Evaluation Specialists to ensure program level monitoring, data analysis and report to support effective program management. * Support the Program Leader to undertake due diligence related to suitability and capability of Program partners/subcontractees. * Developing and executing contracts between ILRI and donors and ILRI and partners at the Program level * Undertake contracting of consultants * Ensure that that CGIAR and ILRI policies relating to IP, Open Access and others are being followed at the Program level * Work with the Program Leader to develop, implement and monitor the program level strategy. | |
| **Critical Skills:**   * Excellent managerial and multitasking skills, * Stakeholder engagement skills, * Effective Negotiation skills * Problem solving skills * Proven experience in coordinating global projects with numerous partners * Experience in development and implementation of projects   **Academic and Professional Qualifications**:   * Masters/ Advanced Degree in Business Management, Business Administration or related field. * Program Management Certification * At least 8 years’ experience | |